

The U.S. Mission in Bangkok provides equal opportunity, and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. We also strive to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Vacancy Announcement No. / Position Title

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FSN# 2013/115 (T)
Medical Equipment Technician

OPEN TO: All Interested Candidates

POSITION: Medical Equipment Technician, FSN-6, FP-8, Trainee

OPENING DATE: December 27, 2013

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-6, THB 362,706 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-8

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Equipment Technician in its Department of Logistics, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6, Rajvithi Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Calibrates, maintains, repairs and qualifies advanced biomedical and laboratory analysis equipment. Supervises and trains medical equipment technicians during preventive maintenance, checks and services (PMCS) and repair of basic biomedical and laboratory support equipment.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) At least 2 years of full time post-secondary study at college or university (high vocational school) is required;
- (2) At least 2 years of experience in medical equipment or electronics repair is required;
- (3) Level III (Good Working Knowledge) speaking/reading/writing in Thai and English (valid TOEIC score of 600 or higher);
- (4) Able to develop and complete calibration result worksheets that allow for equipment to be used in clinical studies;
- (5) Able to supervise and train basic medical equipment technicians during PMCS and repair.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website: http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2013/115

Medical Equipment Technician

OPEN TO: All Interested Candidates

POSITION: Medical Equipment Technician, FSN-7, FP-7

OPENING DATE: December 27, 2013

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-7, THB 480,033 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-7

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Equipment Technician in its Department of Logistics, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6, Rajvithi Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Calibrates, maintains, repairs and qualifies advanced biomedical and laboratory analysis equipment. Supervises and trains medical equipment technicians during preventive maintenance, checks and services (PMCS) and repair of basic biomedical and laboratory support equipment.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) At least 2 years of full time post-secondary study at college or university (high vocational school) is required;
- (2) At least 3 years of experience in medical equipment or electronics repair is required;
- (3) Level III (Good Working Knowledge) speaking/reading/writing in Thai and English (valid TOEIC score of 600 or higher);
- (4) Able to develop and complete calibration result worksheets that allow for equipment to be used in clinical studies.
- (5) Able to supervise and train basic medical equipment technicians during PMCS and repair.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website: http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2013/119

Receptionist

OPEN TO: All Interested Candidates

POSITION: Receptionist, FSN-4

OPENING DATE: November 22, 2013

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-4, TH B 251,050 per annum (Starting salary)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Receptionist in the U.S. Agency for International Development/ Regional Development Mission for Asia (USAID/RDMA) Executive Office (EXO), located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

The incumbent is one of the two receptionists who are responsible for switchboard operator and receptionist duties for USAID/RDMA. In additions to receptionist job, the incumbent also provide administrative services to Executive Office as assigned.

QUALIFICATIONS REQUIRED:

- (1) Completion of high school;
- (2) At least three years in an office setting, with at least one year working experience in an English speaking environment;
- (3) Level IV (fluent) speaking/reading/writing in Thai and Level III (good working knowledge) speaking/reading/writing in English (Provide a copy of valid TOEIC score of at least 600, or pass the English Placement Test (EPT) that is conducted by the Regional Human Resources Office);
- (4) Must possess a strong oral communications skills and effective team working skills;
- (5) Ability to define and understand telephone switchboard operation, basic function of microcomputers and a local area network, software package (MS Office: Excel, Word, PowerPoint, Outlook).

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website: http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2013/128 (T)
Voucher Examiner (PSU)

OPEN TO: All Interested Candidates

POSITION: Voucher Examiner (PSU), FSN-7; FP-7, Trainee

OPENING DATE: December 13, 2013

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-7, THB 480,033 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-7 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner (PSU) in its Post Support Unit, Comptroller and Global Financial Service (CGFS) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Perform work consisting of the examination and audit for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims, and other requests for payment from customer posts. Responsible for processing post assignment travel vouchers for all overseas posts, vendor vouchers, E2 vouchers and ILMS voucher from Post Support Unit (PSU) client posts. The incumbent is relied on by the Certifying Officer to forward only correct, legal, and proper vouchers for certification. Assures compliance with regulations and correct computation on the basis of supporting documents submitted by U.S. Embassy Finance Offices worldwide, or through contact with program officials, travelers and vendor's/contractors. Must ensure compliance with Federal, DoS, PSU and individual client post policies. When vouchers are rejected, incumbent must provide detailed and tactful explanations of the regulation or policy to the submitter and inform them of the necessary corrective action.

QUALIFICATIONS REQUIRED:

- (1) Two years post-secondary study at College or University (High Vocational School or equivalent);
- (2) Two years of progressively experience responsible work in finance, accounting, bookkeeping or related financial field;

- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 855 before the deadline; otherwise, application will not be considered);
- (4) Strong computer skills including MS Office applications (Excel, Power Point, and Word), internet and website navigation skills, and automated financial and/accounting applications;
- (5) Ability to analyze data, accounting and payment records and reports and obtain necessary information to correct problems.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website: http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2013/128

Voucher Examiner (PSU)

OPEN TO: All Interested Candidates

POSITION: Voucher Examiner (PSU), FSN-8; FP-6

OPENING DATE: December 13, 2013

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-8, THB 574,907 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-6 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner (PSU) in its Post Support Unit, Comptroller and Global Financial Service (CGFS) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Perform work consisting of the examination and audit for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims, and other requests for payment from customer posts. Responsible for processing post assignment travel vouchers for all overseas posts, vendor vouchers, E2 vouchers and ILMS voucher from Post Support Unit (PSU) client posts. The incumbent is relied on by the Certifying Officer to forward only correct, legal, and proper vouchers for certification. Assures compliance with regulations and correct computation on the basis of supporting documents submitted by U.S. Embassy Finance Offices worldwide, or through contact with program officials, travelers and vendor's/contractors. Must ensure compliance with Federal, DoS, PSU and individual client post policies. When vouchers are rejected, incumbent must provide detailed and tactful explanations of the regulation or policy to the submitter and inform them of the necessary corrective action.

QUALIFICATIONS REQUIRED:

- (1) Two years post-secondary study at College or University (High Vocational School or equivalent);
- (2) Two years of progressively experience responsible work in finance, accounting, bookkeeping or related financial field;

- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 855 before the deadline; otherwise, application will not be considered);
- (4) A thorough knowledge of applicable sections of the Foreign Affairs Manual and Handbooks, Federal Travel Regulations, JFTR, DSSR CDC Handbook and USAID's ADS.
- (5) Strong computer skills including MS Office applications (Excel, Power Point, and Word), internet and website navigation skills, and automated financial and/accounting applications;
- (6) Ability to analyze data, accounting and payment records and reports and obtain necessary information to correct problems.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website: http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2014/01 (T)
Computer System Analyst

OPEN TO: All Interested Candidates

POSITION: Computer System Analyst, FSN-9; FP-5 (Step 1 thru 4), Trainee

OPENING DATE: January 10, 2014

CLOSING DATE: January 23, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-9, THB 640,463 per annum (minimum starting salary)

Not Ordinarily Resident (NOR): FP-5 (Step 1 thru 4) (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Computer System Analyst in its Systems, Development & Maintenance Division, Comptroller and Global Financial Service (CGFS) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Serves as a Computer Systems Analyst charged with supporting the Chief Financial Officer (CFO) by ensuring that internal control systems are established and used by Posts and other Federal agencies, and by ensuring, through these systems, that all necessary and appropriate efforts are carried out to deter fraud, waste, and abuse of Government resources.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Bachelor's degree in computer science or information technology;
- (2) Three years of progressively responsible experience in professional Computer System, Database Administrator, or software systems development and maintenance;
- (3) Level III (Good working knowledge) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 600 before the deadline; otherwise, application will not be considered);
- (4) Ability to analyze computing processes and identify practices and procedures which require

correction or modifications;

(5) Ability to apply computing, disbursing and payroll knowledge to the identification of user automated accounting systems needs and the requirements for and the implementation of enhancements to the automated payroll systems used in connection with international financial operations.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

(1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

(2) The candidate must be able to obtain and hold medical and security clearances.

(3) The candidate must submit all the required documents as requested.

(4) Current employees serving a probation period are not eligible to apply.

(5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

(6) Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

(7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

(8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website: http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: January 23, 2014

FSN# 2014/01

Computer System Analyst

OPEN TO: All Interested Candidates

POSITION: Computer System Analyst, FSN-10; FP-5 (Step 5 thru 14)

OPENING DATE: January 10, 2014

CLOSING DATE: January 23, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-10, THB 760,852 per annum (minimum starting salary)

Not Ordinarily Resident (NOR): FP-5 (Step 5 thru 14) (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Computer System Analyst in its Systems, Development & Maintenance Division, Comptroller and Global Financial Service (CGFS) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Serves as a Computer Systems Analyst charged with supporting the Chief Financial Officer (CFO) by ensuring that internal control systems are established and used by Posts and other Federal agencies, and by ensuring, through these systems, that all necessary and appropriate efforts are carried out to deter fraud, waste, and abuse of Government resources.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Bachelor's degree in computer science or information technology;
- (2) Four years of progressively responsible experience in professional Computer System, Database Administrator, or software systems development and maintenance;
- (3) Level III (Good working knowledge) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 600 before the deadline; otherwise, application will not be considered);
- (4) Ability to analyze computing processes and identify practices and procedures which require

correction or modifications;

(5) Ability to apply computing, disbursing and payroll knowledge to the identification of user automated accounting systems needs and the requirements for and the implementation of enhancements to the automated payroll systems used in connection with international financial operations.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website: http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: January 23, 2014

FSN# 2014/02 (T)
Mason

OPEN TO: All Interested Candidates

POSITION: Mason, FSN-4, FP-AA (Trainee)

OPENING DATE: January 10, 2014

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-4, THB 251,050 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-AA (Position Grade to be confirmed by Washington

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Mason in its Facilities Management, located at Rajdamri Compound, American Embassy Bangkok.

BASIC FUNCTIONS REQUIRED:

To perform at journeyman level in masonry and building construction trade. Duties involve daily maintenance, repair and construction work of concrete floors, surfaces and pavement; masonry walls or masonry structures; wall tiles and floor tiles of the buildings and facilities maintained by the post. Work includes removal of concrete or masonry structures, alteration, rehabilitation and restoration of the buildings and facilities of the post.

QUALIFICATIONS REQUIRED:

- (1) Completion of High School (Mathayom 6);
- (2) Two years of experience in building construction work;
- (3) Level II (Limited Knowledge) speaking/reading/writing in Thai and Level I (Rudimentary Knowledge) speaking/reading/writing in English. The candidate's eligibility will be based on the ability to achieve the appropriate the English Placement Test (EPT) that is conducted by the Regional Human Resources Office
- (4) Must be able to operate various hand tools, power equipment, and instrument;
- (5) Ability to drive and possess a valid Thai driver's license (a copy of Thai driver's license is required with application).

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website: http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

“This is a re-advertisement of announcement from October 26, 2012. Applications previously received will also be considered.”

FSN# 2014/02

Mason

OPEN TO: All Interested Candidates

POSITION: Mason, FSN-5, FP-9

OPENING DATE: January 10, 2014

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-5, THB 324,136 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-9 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Mason in its Facilities Management, located at Rajdamri Compound, American Embassy Bangkok.

BASIC FUNCTIONS REQUIRED:

To perform at journeyman level in masonry and building construction trade. Duties involve daily maintenance, repair and construction work of concrete floors, surfaces and pavement; masonry walls or masonry structures; wall tiles and floor tiles of the buildings and facilities maintained by the post. Work includes removal of concrete or masonry structures, alteration, rehabilitation and restoration of the buildings and facilities of the post.

QUALIFICATIONS REQUIRED:

- (1) Completion of High School (Mathayom 6);
- (2) Two years of experience in building construction work;
- (3) Level II (Limited Knowledge) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of 400 or higher with application, or application will not be considered). The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date.
- (4) Must be able to operate various hand tools, power equipment, and instrument;
- (5) Ability to drive and possess a valid Thai driver's license (a copy of Thai driver's license is required with application).

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website: http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

“This is a re-advertisement of announcement from October 26, 2012. Applications previously received will also be considered.”

FSN# 2014/4

Secretary

OPEN TO: All Interested Candidates

POSITION: Secretary, FSN-6

OPENING DATE: January 10, 2014

CLOSING DATE: January 23, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-6 ฿362,706 per annum (Starting salary)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Secretary in the U.S. Agency for International Development (USAID)/General Development Office (GDO) located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

The incumbent assist the Administrative Assistant for the full range of secretarial/clerical services and administrative support and assistance to GDO team members, and ensure that efficient and effective administrative office operations are maintained and exercised at discretion with respect to activities that may occur in the absence of the Administrative Assistant. The incumbent provides various clerical and secretarial supports to the team, including maintaining day-to-day contact and program interaction with counterparts and appropriate personnel at RDMA, USAID/Washington, USAID Mission, US Embassies, and other US government agencies.

QUALIFICATIONS REQUIRED:

- (1) Bachelor's Degree in Business/Public Administration, International Development, Arts/Liberal Arts, Human Resources Management, or Social Science;
- (2) A minimum of one year of experience in the field of secretarial/administrative management in private company, multi-national company, and/or other international organization(s);
- (3) Level IV (fluent) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least **855** can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);

- (4) Ability to work calmly, tactfully, effectively in a team environment and under pressure, and to demonstrate extreme flexibility to manage more than one activity at a time in the performance of daily administrative management duties and responsibilities with minimal oversight;
- (5) Possess strong organizational skills and excellent interpersonal and communications skills to develop and maintain collaborative and effective working relationships within the GDO and other RDMA offices, internal/external contacts, consultants from USAID/Washington, representatives from various government and other international organizations and donors;
- (6) Have proficiency in word-processing, spreadsheets, databases and other computer programs.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website: http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: January 23, 2014

FSN# 2014/5 (T)
Medical Research Scientist

OPEN TO: All interested candidates

POSITION: Medical Research Scientist, FSN-9, FP-5(step 1 thru 4)

OPENING DATE: January 17, 2014

CLOSING DATE: January 30, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-9, THB 640,463 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-5(step 1 thru 4)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Research Scientist in its Department of Enteric Diseases/Bacteriology, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6, Rajvithi Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Serve as the supervisor of Bacteriology Section to supervises 5 medical research technicians and direct all research studies in Bacteriology Section. The position involves planning mew research projects, writing research proposals to obtain grants and funding, preparing presentations, project outlines, reports, Standard Operating Procedures (SOPs) and manuscripts for publication. The position serves to develop, perform, and analyze routine and advanced/complex microbiology research studies for the Department of Enteric Diseases.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Master degree in Microbiology, Biotechnology or Molecular Biology is required;
- (2) Four years of progressive experience in conducting various types of microbiology assays is required;

- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least 855 can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);
- (4) Able to plan, design, develop and review SOPs and research proposals is required;
- (5) Able to write manuscripts for publications, status reports, and research proposal to prepare presentations of research work is required;
- (6) Have a standard computer skills e.g. Microsoft office (Word, Excel, PowerPoint, Access), Internet Explorer, PDF and Adobe and EndNote software to do reference searches, citations, to edit and to format bibliographies for manuscripts.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website: http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: January 30, 2014

“This is a re-advertisement of announcement from December 6, 2013 (VA#2013/123). Applications previously received will also be considered.”

FSN# 2014/5

Medical Research Scientist

OPEN TO: All interested candidates

POSITION: Medical Research Scientist, FSN-10, FP-5(step 5 thru 14)

OPENING DATE: January 17, 2014

CLOSING DATE: January 30, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-10, THB 760,852 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-5(step 5 thru 14)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Research Scientist in its Department of Enteric Diseases/Bacteriology, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6, Rajvithi Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Serve as the supervisor of Bacteriology Section to supervises 5 medical research technicians and direct all research studies in Bacteriology Section. The position involves planning mew research projects, writing research proposals to obtain grants and funding, preparing presentations, project outlines, reports, Standard Operating Procedures (SOPs) and manuscripts for publication. The position serves to develop, perform, and analyze routine and advanced/complex microbiology research studies for the Department of Enteric Diseases.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Master degree in Microbiology, Biotechnology or Molecular Biology is required;
- (2) Five years of progressive experience in conducting various types of microbiology assays is required;

- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least 855 can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);
- (4) Able to plan, design, develop and review SOPs and research proposals is required;
- (5) Able to write manuscripts for publications, status reports, and research proposal to prepare presentations of research work is required;
- (6) Have a standard computer skills e.g. Microsoft office (Word, Excel, PowerPoint, Access), Internet Explorer, PDF and Adobe and EndNote software to do reference searches, citations, to edit and to format bibliographies for manuscripts.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website: http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: January 30, 2014

“This is a re-advertisement of announcement from December 6, 2013 (VA#2013/123). Applications previously received will also be considered.”

FSN# 2014/6

Medical Research Technologist

OPEN TO: All interested candidates

POSITION: Medical Research Technologist, FSN-8, FP-6

OPENING DATE: January 17, 2014

CLOSING DATE: January 30, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-8, THB 574,907 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-6

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Research Technologist in its Department of Enteric Diseases/Bacteriology, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6, Rajvithi Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Work as a medical research technologist in the bacteriology section. To perform microbiology diagnosis and detection of enteric bacterial pathogens. To perform phenotype characterization of these pathogens based on culture, biochemical tests, antimicrobial susceptibility testing and serotyping.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Master degree in Medical technology, Microbiology, Biotechnology, Molecular Biology or related field is required;

(2) Three years of progressive experience in clinical microbiology laboratory;

- (3) Level IV (Fluent) in Thai, and Level III (Good Working Knowledge) speaking/reading/writing in English (A copy of TOEIC score of at least 600 can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);
- (4) Expertise in microbiology laboratory procedures and familiar with scientific laboratory equipment are required;
- (5) Have advanced level of computer skill in using various advance software for DNA analysis e.g. Bionumerics. Able to use of Microsoft Window and Microsoft Office is required;

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website: http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: January 30, 2014

“This is a re-advertisement of announcement from December 6, 2013 (VA#2013/124). Applications previously received will also be considered.”

FSN# 2014/7

Medical Research Technologist

OPEN TO: All interested candidates

POSITION: Medical Research Technologist, FSN-8, FP-6

OPENING DATE: January 17, 2014

CLOSING DATE: January 30, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-8, THB 574,907 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-6

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Research Technologist in its Department of Enteric Diseases/Molecular Genetic, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6, Rajvithi Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Work as a medical research technologist in the Molecular Genetic Section. Perform molecular diagnosis and detection of enteric pathogens e.g. Campylobacter spp., Vibrio spp., Norovirus and others. To apply new research methodologies to characterize these pathogens based on phylogenetic, virulence factors and other genetic markers.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Master degree in Medical technology, Microbiology, Biotechnology, Molecular Biology or related field is required;
- (2) Three years of progressive experience in a molecular biology laboratory;
- (3) Level III (Good Working Knowledge) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least 600 can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);
- (4) Expertise in microbiology and molecular laboratory procedures, and familiar with scientific laboratory equipment are required;

(5) Have advanced level of computer skill in using various advance software for DNA analysis e.g. Bionumerics. Able to use of Microsoft Window and Microsoft Office is required;

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website: http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: January 30, 2014

“This is a re-advertisement of announcement from December 6, 2013 (VA#2013/125). Applications previously received will also be considered.”
